

## Call for Proposals: Faculty Instructional Projects

### **PURPOSE:**

Faculty instructional projects are led by a faculty “principal investigator” with the intent of exploring a new application of instructional technology. These are time-limited projects (up to two years in length, though no guarantee of second-year funding) and allocations of Technology Fee funds to these projects are non-recurring. Faculty are expected to present the results of their project upon completion. Proposals must include prospectus, timeframe, and intended results or outcomes. Labor is specifically not funded for these projects.

### **WHO MAY APPLY:**

Faculty instructional projects may be individual or small group. They may be done within or across departments, as part of a common course or separate courses. They must come from a specific instructional or student learning problem out of their own experience that the faculty wishes to address.

**Not all projects submitted in a proposal will be funded. Limited funds are available for these projects. It is anticipated that the total available funds will be split between multiple projects.**

### **WHEN TO APPLY:**

Application materials must be submitted before 5:00 pm on the appropriate date indicated below:

November 15 (approximate notification/ start date: December 15)

March 15 (approximate notification/ start date: April 15)

Proposals may be submitted at either of the two established deadlines. All proposals must be submitted via email to [techfeeproposals@floridapoly.edu](mailto:techfeeproposals@floridapoly.edu). Under no circumstances will late proposals be accepted. All submission will be considered submitted by the date and time the email was received. Funds are not held in reserve, so that worthy projects may be funded later in the academic year. For this reason, applicants are encouraged to apply as soon as possible for funding from the program. Applications received after 5:00 pm on the due date will not be reviewed. Incomplete/ partially submitted applications will be eliminated from the review process.

### **PROPOSAL REVIEW PROCESS:**

A review panel made up of the University’s Technology Fee Committee will evaluate the proposals and make recommendation to the Provost; it should be assumed that the reviewers are **not** knowledgeable about the



specific content area of the proposed work. It generally takes about 3-4 weeks after submission of an application for notification of the final status of an application.

The reviewers will assess each application using the following criteria for each award:

- Intellectual and academic merit of the project
- Clarity and appropriateness of the description of the roles of the team members
- Appropriateness of the budget
- Likelihood of communication of project results to the academic community

### **TEAM MEMBER ROLES:**

In the proposal it must be clear that:

- 1) performing the work of the project will not have an adverse effect on other obligations to the students or university.
- 2) all team members intend to participate in the dissemination of the results of the project

**The project team is required to submit a formal final report within four weeks of the project end date.** The report should summarize the results of the project and should include a final budget report and must be signed by all team members.

**All participants agree to acknowledge the support of Florida Polytechnic University in any presentations or communication of the results of the project.**

### **APPLICATION:**

A typed (handwritten applications will not be accepted), completed, and signed application must be submitted to the University's Technology Fee Committee through [techfeeproposals@floridapoly.edu](mailto:techfeeproposals@floridapoly.edu), no later than 5:00 pm on the stated deadline. The application must contain all the information below in order to be considered for funding:

- Completed and signed Proposal form
- Non-technical abstract
- Project plan
- References
- Budget information
- Signatures for all applicants